



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	EMT Inspector/Instructor
3	Posting Number	PN# 111195
4	Department	Health & Human Services Department
5	Division	Environmental Health
6	Section	Occupational Health
7	Reporting Location	7411 Park Place
8	Workdays & Hours	M - F, 8 a.m. - 5 p.m.*
		*Subject to change
9	<u>DESCRIPTION OF DUTIES</u> As a certified instructor, provides instruction for emergency medical technical and CPR classes supervises students, inspects ambulances, and researches and relays EMS information.	
	<u>CORE FUNCTIONS</u> ➤ Performs scheduled inspections of ambulances. ➤ Submits monthly reports of all activities to the Administrator. ➤ Provides input regarding internal program policies and procedures. ➤ Maintains and expands requisite knowledge and certifications. ➤ Issues permits and/or appropriate warning letters to ambulance personnel.	
10	<u>WORKING CONDITIONS</u> The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books (up to 20 pounds or an equivalent weight) may be required.	
11	<u>MINIMUM EDUCATIONAL REQUIREMENTS</u> Requires the basic ability and knowledge of simple analysis and interpretation of basic procedures, policies and practices attainable through specific education and/or training programs in a specific area or trade. This level of competence usually requires training of over 18 months but less than two years.	
12	<u>MINIMUM EXPERIENCE REQUIREMENTS</u> Two (2) years of experience in Emergency Medical Services are required.	
13	<u>MINIMUM LICENSE REQUIREMENTS</u>	None
14	<u>PREFERENCES</u> ➤ EMT certification. ➤ Eligible to receive Texas certification.	
15	<u>SELECTION/SKILLS TESTS REQUIRED</u>	None
16	<u>SAFETY IMPACT POSITION</u> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	<u>SALARY INFORMATION</u>	<u>GENERAL FUND POSITION</u> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: Salary Range - Pay Grade 18 \$1,042 - \$1,417 Biweekly \$27,092 - \$36,842 Annually
18	<u>OPENING DATE</u>	June 14, 2006
19	<u>CLOSING DATE</u>	OPEN UNTIL FILLED
20	<u>APPLICATION PROCEDURES</u> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 st Floor. Successful candidates will be notified of their application status. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. TDD Phone Number (713) 837-9496. An equal opportunity employer	